



HONORS INTERN PROGRAM

PLEASE NOTE: NCIS is not accepting applications for NCIS Headquarters intern assignments for the fall 2011 and spring 2012 semesters because of the Headquarters move to Quantico, VA. However, NCIS is accepting applications for NCIS Field Office intern assignments. NCIS anticipates accepting applications for NCIS Headquarters intern assignments for the summer 2012 and encourages interested applicants to apply for headquarters assignments during that time.

FOR INFORMATION CONTACT:

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716 Sicard Street SE, Suite 2000
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WHO WE ARE:

The mission of the Naval Criminal Investigative Service (NCIS) is to investigate and defeat criminal, terrorist, and foreign intelligence threats to the United States Navy and Marine Corps, wherever they operate, ashore or afloat. NCIS employs roughly 2,500 personnel, some 1,300 of whom are credentialed federal Special Agents. The agency is unique among U.S. military criminal investigative organizations in that it is overwhelmingly civilian and is headed by a civilian law enforcement professional who reports directly to a civilian – the Secretary of the Navy. NCIS Special Agents are trained at the Federal Law Enforcement Training Center in Brunswick, Georgia.

NCIS today operates from over 150 locations, including offices in 41 foreign nations. Given the organization's worldwide forward presence, NCIS is often the first federal law enforcement agency on the scene when U.S. interests overseas are affected. In addition to serving at major naval commands around the world, NCIS Special Agents deploy aboard all Navy aircraft carriers and with amphibious task forces. NCIS agents routinely conduct advances before U.S. Navy ships visit non-Navy ports, working with domestic and foreign counterparts to identify and mitigate security threats. NCIS also conducts protective service operations for senior naval officials and visiting dignitaries.

For more information please visit the NCIS website: www.ncis.navy.mil.

THE NCIS INTERNSHIP PROGRAM:

The NCIS Internship Program is a dedicated hands-on experience designed to provide educationally related work assignments for students in a non-pay status. Based upon their background and experience, interns are assigned to functional areas such as criminal investigations, information systems, government relations and public affairs, administrative services, computer crimes, economic crimes, strategic planning, personnel services and operations, criminal intelligence, and forensic sciences.

QUALIFICATIONS & ELIGIBILITY CRITERIA: NCIS is seeking individuals who possess strong academic credentials, outstanding character, and a high degree of motivation. In order to be considered for the Program, individuals must meet the following criteria:

- ◆ Be currently enrolled not less than half time in a baccalaureate (JR/SR status*) or graduate degree program (***freshman/sophomore students may compete for specified positions in the administrative arena**);
- ◆ Maintain a minimum 3.0 cumulative grade point average (GPA); *
- ◆ U.S. citizenship
- ◆ Favorable completion of criminal history checks and
- ◆ Favorable completion of National Agency Check with Written Inquiries (NACI).

* Students who do not meet the minimum GPA may apply; however, they must submit 2 STRONG letters of recommendation from professors or faculty members and should include a statement in their package explaining reasons for low grades/GPA.

DISQUALIFIERS: There are specific things that will automatically disqualify a student from consideration for the NCIS Student Internship Program. They are:

- ◆ Conviction of a felony;
- ◆ Use of illegal drugs. The NCIS is firmly committed to a drug free society and workplace. Students applying for the NCIS Internship Program must be considered **eligible for employment upon completion of their degree program**. The NCIS Employment Drug Policy is outlined on page 6. Please review this policy carefully. If you would NOT be considered eligible for employment upon completion of your degree program, then you should NOT apply for a student internship with the NCIS.

PREFERRED MAJORS: Applicants are accepted from a wide variety of academic backgrounds and disciplines. Although preferred majors may be annotated on the specific position descriptions, qualified candidates who exhibit excellent research, analytical and communication skills will be considered, regardless of academic major.

PROGRAM TYPE: Internship – voluntary/non-pay status

PROGRAM DURATION: The internship is a supervised experience for a specified period of time (1- 3 semesters). Assignments will not be effected for less than ten (10) weeks; in addition, total service from one individual will be limited to one academic year or the equivalent of nine calendar months within a period of two consecutive years.

SCHEDULE: Service may be full time or part time (minimum 16 hours/week). Students may work flexible hours (generally between 7:00 a.m. and 5:30 p.m.) Monday – Friday.

POSITION LOCATIONS: The majority of the positions are located in the Washington DC metropolitan area; however, a limited number of positions are available in various NCIS offices worldwide. NCIS Headquarters positions are scheduled to relocate to Quantico, VA in 2011. PLEASE NOTE: the NCIS does not furnish housing for interns and is unable to assist financially or logistically in securing housing.

APPLICATION PROCESS: As part of the competitive selection process, **all applicants** must submit the following:

- ❑ Cover letter annotating what position(s) you are applying for. If applying for a position at NCISHQ, please state your top three (3) position choices in priority order.
- ❑ Resume (1-3 pages)
- ❑ Essay describing background, interests, objectives and motivation for participation in the Program (1-2 pages)
- ❑ Two letters of recommendation (at least one from a faculty member)
- ❑ Transcripts. Official transcripts must be submitted. If you are a first year graduate student, you should submit a copy of your latest undergraduate transcript. Transcripts may be included with the application package or may be mailed separately if necessary. However, **transcripts must be received by the application deadline**.
- ❑ Statement identifying your school internship sponsor or contact * (see page 5)
- ❑ NCIS Background Security Questionnaire for Interns (see pages 7-10)

- ❑ Race & National Origin Identification Form (SF-181). This is an optional form and data is used for statistical purposes only. ** (see page 5)

All application packages should be mailed to:

Naval Criminal Investigative Service
Human Capital Development
ATTN: Code 10D (Jennifer Prasarn)
716 Sicard Street SE, Suite 2000
Washington Navy Yard, DC 20388

Faxed and emailed applications will not be accepted.

APPLICATION DEADLINES: Application packages must be received and interviews conducted by the deadline dates indicated below. Due to the overwhelming number of applicants for NCIS Headquarters positions, students are encouraged to submit packages early (4 weeks prior to the application deadline) to ensure availability of an interview timeslot.

<u>Semester:</u>	<u>Deadline for receipt of application package:</u>	<u>Interview deadline:</u>
Fall	February 1st	March 7th
Spring	June 1st	July 7th
Summer	October 1st	November 7th

All applications will be screened to determine whether or not the minimum qualifications outlined on page two (2) have been met. All applicants will receive consideration and equal treatment without regard to race, color, religion, sex, age, national origin, or disability. A qualifications review will be conducted to determine the competitive status of each applicant. The following qualification factors will be taken into consideration:

- Resume
- Transcripts
- Writing skills
- Recommendations
- Relative work or internship experience
- Computer skills

ON-SITE INTERVIEWS.

Students who are recommended for further processing based upon the competitiveness of their application package will be advised via email to contact the respective NCIS office to schedule an on-site interview. **The interview is a required part of this highly competitive application process and any travel expenses incurred are the student's responsibility.**

Students must bring the following items with them to the interview:

- ❑ Completed Questionnaire for Public Trust Positions (SF-85P) ** (see page 5)
- ❑ Completed Questionnaire for National Security Positions (SF-86) ** (see page 5)
- ❑ 1 "passport type" photograph (2" x 2")

After the interview, students will also get fingerprinted as part of the background check process.

PRELIMINARY SELECTION PROCESS: For positions at NCISHQ and the NCIS Field Office Washington DC, a selection board will be held the week after the interview deadline each semester. The NCIS Internship Program Specialist will notify all applicants via email of their preliminary selection or non-selection for the Program no later than fifteen (15) working days after the selection board has been held.

The offer of a position at this time is a TENTATIVE OFFER. Selectees will be advised that a final offer is contingent upon favorable completion of NACI.

For all other NCIS field office positions, once applicant interviews have been completed and a selection (or selections) made, the Internship Coordinator at the respective NCIS field office will provide the NCISHQ Intern Program Specialist with the name(s) of the selectee(s) and will forward all supporting documentation (interview questions, interview evaluation sheet, SF-86, SF-85P, fingerprint cards and photograph) to NCISHQ, Human Capital Development Department (Code 10D). The field office Internship Coordinator may make a verbal offer to an applicant. However, the offer is not “official” until the selectee receives written notification of acceptance into the NCIS Internship Program from the NCISHQ, Human Capital Development Department. The initial verbal notification is a preliminary offer to participate in the Program. A final offer is contingent upon favorable completion of NACI.

The field office Internship Coordinator will also forward supporting documentation for non-selectees (interview questions, interview evaluation form, SF-86, SF-85P, fingerprint cards and photograph) to the NCISHQ, Human Capital Development Department (Code 10D).

FINAL SELECTION PROCESS:

NACI will be initiated by the Office of Personnel Management (OPM) and pending favorable results, selectees will receive an official offer of an internship position via email. If the selectee determines to accept the offer of a position, a welcome aboard package will be forwarded and will include specific reporting instructions.

Should review of the SF-86 and SF-85P reveal that the applicant does not meet the eligibility requirements, or if criminal history checks are not completed favorably, the student will be notified via email of his/her non-selection for the Program.

* The respective school must be a partner in the internship, even if the student is not receiving academic credit (section 3111 of title 5, United States Code). Therefore the student and a school official or internship sponsor must sign an agreement. The “sponsor” will vary according to the system at the particular school. The appropriate person may be a central internship coordinator, a dean or department head, or a professor within the department who coordinates internships. The required “statement” regarding the sponsor may be a short letter confirming his/her willingness to take that role and should provide contact information (title, phone number, email address and mailing address).

** The SF-86, SF-85P and SF-181 can be found on the Office of Personnel Management website at www.opm.gov/forms. Click on **Standard Forms** and then click on the specific form.

U.S. Naval Criminal Investigative Service Employment Drug Policy

The NCIS is firmly committed to a drug free society and workplace. Therefore, the unlawful use of drugs by NCIS employees will not be tolerated. Furthermore, applicants for employment with the NCIS who currently are using illegal drugs will be found unsuitable for employment. The NCIS does not condone any prior unlawful drug use by applicants. The NCIS realizes, however, some otherwise qualified applicants may have used drugs at some point in their past. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the NCIS to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission. Applicants who do not meet these criteria should not apply for the position.

CRITERIA

- A. An applicant who has used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries with it a high level of responsibility or public trust, will be found unsuitable for employment.
- B. An applicant who is discovered to have misrepresented his/her drug history in completing the application will be found unsuitable for employment.
- C. An applicant who has sold any illegal drug for profit at any time will be found unsuitable for employment.
- D. An applicant who has used any illegal drug, other than marijuana, within the last ten years *or* engaged in more than limited experimental usage in his/her lifetime, will be found unsuitable for employment.
- E. An applicant who has used marijuana within the past three years *or* more than limited experimental usage during his/her lifetime, will be found unsuitable for employment.

To determine whether you meet the NCIS's drug policy, please answer the following questions:

- 1) Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust?
- 2) Have you ever sold any illegal drugs for profit?
- 3) Have you used any illegal drug, other than marijuana, at all in the past 10 years?
- 4) Have you used any illegal drug, other than marijuana, more than limited experimental use, in your lifetime?
- 5) Have you used marijuana at all within the last three years?
- 6) Have you used marijuana, more than limited experimental use, in your lifetime?

If you answered "YES" to any of these questions, you should not apply for the position. They are immediate disqualifiers.

BACKGROUND SECURITY QUESTIONNAIRE

Name: _____

Social Security Number: _____

Date and Place of Birth: _____

Respond to the following questions by circling the appropriate response. If you answer “yes” to any questions, please provide amplifying data to include dates, places, relationships, punishments, etc., in the space provided. If additional space is needed, use a blank sheet(s) of paper.

1. Are you a U.S. citizen?	YES NO
2. Do you hold dual citizenship? If yes, what country other than the U.S.?	YES NO
3. Are you considered “ordinarily resident” of a NATO host nation? If yes, what country? NOTE: A U.S. citizen who has resided continuously in a NATO host nation for more than one year without being employed by the U.S. government, or who, regardless of duration of residence, has obtained a host nation work permit, or otherwise demonstrated an intent to remain in the host nation beyond one year, is deemed to be “ordinarily resident” of that country.	YES NO
4. Are there any members of your immediate family who are not U.S. citizens? If yes, please provide the family member’s name, address & relationship to you.	YES NO
5. Would your past actions result in others characterizing you as indiscreet, unstable, or of questionable character?	YES NO
6. Do you have any reason to think that anyone would believe you to be disloyal to the United States?	YES NO
7. Have you ever been convicted of any criminal offense, other than a traffic infraction? If yes, please state the offense charges, the offense convicted of, the date of conviction, the punishment imposed and location of the Court.	YES NO

BACKGROUND SECURITY QUESTIONNAIRE, CONTINUED**NAME:** _____ **SSN:** _____

<p>8. Have you ever been arrested or detained or charged with any criminal offense that did not result in conviction? If yes, please state the specific conduct for which you were arrested or detained and the specific criminal offense charged. Explain how the matter was resolved (i.e., dismissal of charges, community service, etc.) In your response include the date, location & entity that made the arrest, detention or charge.</p>	<p>YES NO</p>
<p>9. Have you ever been convicted of any offense by a military court? If yes, please state the offense charged, the offense convicted of, the date of the conviction, and the punishment imposed.</p>	<p>YES NO</p>
<p>10. Have you ever been the subject of a criminal investigation conducted by a military investigative agency? If yes, state the nature of the investigation.</p>	<p>YES NO</p>
<p>11. Have you ever been punished under Article 15 of the UCMJ? If yes, please state the offense charged and the date and punishment.</p>	<p>YES NO</p>
<p>12. Have you ever experienced any financial difficulty?</p>	<p>YES NO</p>
<p>13. Do you have any reason to believe that there is any unfavorable credit information about you on record with any credit bureau, business or court?</p>	<p>YES NO</p>
<p>14. Do you have a history of excessive or habitual use of alcohol?</p>	<p>YES NO</p>

BACKGROUND SECURITY QUESTIONNAIRE, CONTINUED

NAME: _____ SSN: _____

15. Have you ever been charged with or convicted of drug possession, use or distribution?	YES NO
16. Have you ever experimented with drugs, including marijuana? If yes, when was the last time you used marijuana or other drugs?	YES NO
17. Are you now or have you ever been affiliated or associated with any organization, association, movement, group, or combination of persons advocating the overthrow of the American constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States?	YES NO
18. Are you now or have you ever been affiliated or associated with any organization listed or described in item 17 as an agent, official or employee?	YES NO
19. Are you now or have you ever been associated with individuals, including relatives, who you know or have reason to believe are or have been members of any organization listed or described in item 17?	YES NO
20. Have you ever contributed to any organization listed or described in item 17?	YES NO
21. Have you ever been approached to engage in espionage or sabotage against the United States?	YES NO
22. Have you ever had any unauthorized contact with representatives of a foreign government?	YES NO
23. Have you ever been approached to give or sell any classified material to unauthorized persons?	YES NO
24. Have you ever been involved in a violation of security rules or loss or possible compromise of classified information?	YES NO
25. Have you ever been fired from or left a job under unfavorable circumstances?	YES NO

BACKGROUND SECURITY QUESTIONNAIRE, CONTINUED

NAME: _____ SSN: _____

26. Have you ever resigned a job in lieu of termination?	YES NO
27. Have you ever been told you would be fired before resigning from a job?	YES NO
28. Did you ever resign, by mutual agreement, following allegations of misconduct or unsatisfactory performance?	YES NO

I certify that the entries made by me are true, complete and accurate to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (U.S. Code, Title 18, Section 1001).

Privacy Act Statement

The Naval Criminal Investigative Service Headquarters (NCIS HQ) is conducting an inquiry regarding you as a result of your application for an Internship assignment. The Privacy Act of 1974 requires that each individual asked to provide personal information be advised of the following:

Under the authority of 5 U.S.C.301, information regarding (please print your name) _____ is requested in order to make a determination relating to your Internship application. The information provided by you will become a permanent part of your NCIS record if you are offered and accept an NCIS Internship position, or will be destroyed after one year if an Internship position is offered and declined, or after five years if you are not accepted for an Internship position with the NCIS. The information provided will not be divulged outside the Department of Defense without your written authorization other than to federal, state, and local law enforcement bodies for their required official use, and to other authorized regulatory agencies. You are not required to provide this information; however, failure to do so could result in the NCIS being unable to make a determination concerning your Internship application.

Applicant's Signature_____
Date

NCIS HEADQUARTERS ASSIGNMENTS

716 Sicard Street SE, Suite 2000
Washington Navy Yard, DC

**NCIS Headquarters Assignments are scheduled to relocate to
Quantico, VA in 2011.**



All student interns assigned to positions located within the DC Metropolitan area (NCISHQ positions and Washington DC Field Office positions) will have the opportunity to attend NCIS mission briefs and field trips designed to provide a well-rounded overview of the NCIS worldwide investigative, counterintelligence and security mission. These may include, but are not limited to:

- ❖ NCIS Mission Overview Brief
- ❖ Cold Case Homicide Brief
- ❖ Violent Crimes Overview
- ❖ Multiple Threat Alert Center (MTAC) Tour & Brief
- ❖ Trip to Medical Examiner's Office
- ❖ Intern Firearms Familiarization Range Day

ADMINISTRATION & LOGISTICS DIRECTORATE

- ADMINISTRATIVE SERVICES DEPARTMENT -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Management Science Business Administration
Public Administration Administrative Sciences

DESCRIPTION: The position is located in the **Administrative Services Department**, Naval Criminal Investigative Service, Headquarters. The Administrative Services Department provides a wide variety of administrative services to NCIS including: centralized control of incoming action items; correspondence & reports; central correspondence files control & management; policy manual & instruction review/update; and forms management. Interns will assist the Action Officer, who is responsible for receiving, reviewing, analyzing, assigning, coordinating and completing action of external and internal taskers from Congress, Department of Defense (DoD), Department of the Navy (DON), and other entities affecting NCIS policies, decision processes and administrative processes. Responsibilities may include, but are not limited to:

- Assist in coordinating and tracking required policy revisions/updates for NCIS Manuals, policies and instructions;
- Assist subject matter experts (SMEs) to review & update NCIS forms to comply with DON requirements;
- Assist SMEs to ensure timely revision and widest possible coordination and dissemination of all policy, instruction and manual changes and Memoranda of Agreements & Understanding;
- Assist in implementing recommendations requiring changes to established procedures;
- Draft general correspondence;
- Candidates must be proficient with Windows Operating Systems Word, Excel, and Power Point; and
- Skill in using ADOBE Professional and, or skill in developing forms using Microsoft Word is desired.

ADMINISTRATION & LOGISTICS DIRECTORATE

-ACQUISITION AND LOGISTICS DEPARTMENT -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Management Science Business Administration
 Public Administration Administrative Sciences

DESCRIPTION: The position is located in the [Administration & Logistics Directorate](#), Naval Criminal Investigative Service Headquarters. The Acquisition & Logistics Department consists of the following four (4) branches:

1. Contracts Branch - provides procurement support for NCIS.
2. Supply Branch - maintains a variety of commonly stocked items for NCISHQ personnel including daily consumables (pens, paper, etc.) as well as supplies required for criminal investigations.
3. Occupational Safety & Health (OSH) branch. The OSH Manager assists the Inspector General (IG) through field office and workplace inspections to ascertain problems and to produce solutions in areas such as training, lead and asbestos awareness, hearing conservation, respiratory protection, blood borne pathogens, Personal Protection Equipment (PPE), vehicles, and Arms Ammunition and Explosives (AA&E) safety.
4. Logistics Branch – manages a quality fleet of vehicles for operational & administrative support needs.

Student responsibilities will include, but are not limited to:

- Assist in drafting policy for new programs or procedures;
- Assist in implementing recommendations requiring changes to established procedures;
- Update PR Assignment Log;
- Reorganize Contracts Branch filing system;
- Assist in checking & filing of Certificates of Origin, Records of Receipt, and Contracts;
- Assist in cross-checking of records with database;
- Assist in processing of requests for renewals and new tags for NCIS Fleet vehicles;
- Assist in tracking turn-in status of NCIS Fleet vehicles – checking emails against databases;
- Assist in maintaining the NCIS Fleet Vehicle database (CASMIS);
- Assist in tracking & filing Certificates of Completion for Voyager Fleet Card Training;
- Assist in sending new fleet vehicles to NCIS field offices;
- Assist in updating various NCIS Manuals;
- Conduct research regarding vehicle and supply programs.

COMMUNICATIONS DIRECTORATE

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Journalism Graphic Arts English
Sociology Communications Political Science
International Studies Criminal Justice
Legislative Affairs

DESCRIPTION: Students assigned to the **Communications Directorate** should possess excellent writing, research and communication skills. Experience with Microsoft Publisher and Microsoft Office is beneficial, but not required. Responsibilities may include:

- Research closed NCIS cases for possible depiction on television;
- Build PowerPoint briefs and other communications which highlight the mission and responsibilities of NCIS;
- Draft correspondence on behalf of the Agency to congressional offices and other government agencies;
- Research and draft news articles for the Agency's internal and external communications media;
- Utilize proprietary on-line databases and the Internet to research bills pending before Congress that could affect the Naval Criminal Investigative Service (NCIS);
- Research daily media (via Westlaw) which mentions NCIS;
- Review congressional publications for notice of Hill hearings on issues of interest to NCIS;
- Participate in departmental "outreach" programs, such as Congressional Staff Range Day;
- Assist with logistical support to NCIS government liaison hospitality events;
- Liaison with local media and Navy and Marine Corps public affairs personnel on issues impacting NCIS.

- SPECIAL PROJECTS BRANCH -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Graphic Art Communications
Video Production/Post Production

DESCRIPTION: Responsibilities will include assisting in the development of video productions and graphic design.

Specific qualification requirements include:

- Broadcast production/post production skills (shooting video camera, lighting, etc.);
- Broadcast writing skills (documentary or news writing);
- Graphic art skills;
- Computer skills (Avid Media Composer, Adobe Photoshop CS3, Adobe After Effects, Adobe Encore DVD, PowerPoint, Microsoft Access)

CRIMINAL INVESTIGATIONS DIRECTORATE

- COLD CASE HOMICIDE BRANCH -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Forensic Sciences	Psychology
Criminal Justice	Behavioral Sciences

DESCRIPTION: The position is located within the **Criminal Investigations Department, Cold Case Homicide Branch**. The purpose of the NCIS Cold Case Homicide Branch is to reexamine unresolved homicide investigations. NCIS has developed a comprehensive methodology that focuses on the passage of time, changes in personal relationships and technological improvements as criteria to apply to previously unresolved cases. Cases are screened for certain “solvability factors” such as the status of physical evidence, the strength of witnesses and the identification of viable suspects. Students assigned to this branch will review homicide case files, extract pertinent information relative to the solvability factors and prepare detailed time-lines illustrating sequences of events. Interns will prepare written case fact sheets and oral case summaries to articulate their case review findings. Computer skills are desired, but not mandatory.

- FAMILY & SEXUAL VIOLENCE PROGRAM -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Behavioral Sciences	Women’s Studies
Criminal Justice	Political Science
Psychology	Sociology

DESCRIPTION: The position is located within the **Criminal Investigations Department, Family & Sexual Violence Program**. The Program provides investigative support and strategy related to sex crimes, domestic violence and child abuse to NCIS field components. Students assigned to this program will conduct research and analysis of criminal trends utilizing information extracted from the Case Information System (CIS) as well as actual case files. In addition, students will utilize the Internet and other resources to research pending legislation relating to sex crimes and family violence. Knowledge of Excel, PowerPoint and similar programs is highly desirable.

-ECONOMIC CRIMES PROGRAM –

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Business Criminal Justice Economics
Finance Computer Science Accounting

DESCRIPTION:

The position is located at the [NCISHQ, Economic Crimes Program](#). Responsibilities may include, but are not limited to:

- Database preparation/input;
- PowerPoint Presentations;
- Internet inquiries;
- Analysis of contract/financial documentation;
- Statistical and trend analysis;
- Link analysis;
- Major case organization;
- Participate in all NCISHQ/NCISFO Washington DC intern events including various mission briefs, MTAC tour, autopsy, and firearms familiarization.

VIOLENT CRIMES BRANCH

- DEATH INVESTIGATIONS UNIT -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Forensic Sciences Psychology
Criminal Justice Behavioral Sciences

DESCRIPTION: The [Death Investigations Unit](#) is responsible for coordinating with, supporting and providing investigative strategy to NCIS field components; providing information needed by a victim's grieving family; helping to coordinate the use of forensic consultants in select cases; and preparing and presenting briefings to the Death Review Board (DRB). Students assigned to this unit will be required to interpret case file documentation and view graphic photographic coverage in order to extrapolate pertinent information. In addition, students will assist in the development/maintenance of various databases (including homicide and suicide databases) that will be continually updated utilizing information extracted from the Case Information System (CIS). Students must have a basic understanding of forensics and criminal investigations. Knowledge of Excel, PowerPoint and similar programs is highly desirable.

- THREAT MANAGEMENT UNIT (TMU) -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Psychology Criminal Justice Behavioral Sciences
Political Science Social Sciences

DESCRIPTION: The **TMU** provides criminal and behavioral analysis, along with interview/interrogation strategies and approaches for field agents managing investigations involving threats. Knowledge of Excel, PowerPoint and similar programs is highly desirable. Students assigned to the TMU will be assigned to one or more of the following projects:

- Time lining of current investigations. This will involve complex grids and thorough analysis of investigative field actions.
- Domestic Homicide and Risk Assessments Study. Students will be active participants in a joint study with the Family and Sexual Violence Program involving the correlation between domestic violence/threats and domestic homicide.
- Self-Infliction/False Allegation Study. Interns will conduct an internal study of NCIS dossiers, analyze case facts and identify distinguishing patterns of behavior.
- Juvenile Guidelines: An Early Intervention Study. Students will review and conduct analysis of investigations involving juvenile and school violence. Results of this study will be used to develop investigative guidelines for field agents.
- Development of a Protective Service Database. Interns will assist in providing analysis of threats to potential principals.
- Cyberstalking Research Project. Interns will conduct research on cyberstalking.

OFFICE OF DIVERSITY

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Management Science Business Administration
Public Administration Administrative Sciences

DESCRIPTION: The position is located in the **Diversity/ Equal Employment Opportunity (EEO) Office**, Naval Criminal Investigative Service, Headquarters. The Diversity/EEO Office provides discrimination complaint processing, mediation services, and conduct analyses to ensure all employment decisions are free from discrimination within NCIS. Responsibilities may include, but are not limited to:

- Assist in coordinating and tracking required policy revisions/updates for NCIS Manuals, policies and instructions;
- Assist subject matter experts (SMEs) to review & update NCIS forms to comply with DON requirements;
- Assist SMEs to ensure timely revision and widest possible coordination and dissemination of all policy, instruction and manual changes;

- Assist in downloading quarterly data on promotions, awards, accessions, separations, new hires, applicants, etc.;
- Assist in conducting quarterly statistical data analysis;
- Assist in updating the Diversity/EEO Website;
- Assist in coordinating EEO Investigations;
- Assist in coordinating Mediations;
- Assist in obtaining data from other NCIS Department and Field Offices;
- Assist in performing administrative duties to include filing, copying, downloading, printing, etc.; and
- Microsoft Office and Customer Service skills are desired.

FINANCIAL MANAGEMENT PLANNING DIRECTORATE

- PLANNING & EVALUATION DEPARTMENT -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Finance Business Administration
Management Science Public Administration

DESCRIPTION: The position is located within the **Management & Administration Directorate of the NCISHQ Command and Staff Offices**. The P&E Department directs the strategic and program planning processes for the agency. Responsibilities may include, but are not limited to:

- Assist in the conduct of activities to assess and evaluate the effectiveness of agency programs and initiatives;
- Assist in monitoring and reporting on agency and program performance;
- Assist in projecting long term resource requirements;
- Assist in the conduct of special studies and special projects for “pilot” demonstration at selected field offices;

Candidates must be proficient with Windows operating systems and should possess excellent database management skills/proficiencies.

- PLANS & PROGRAMMING DEPARTMENT -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Economics Business Administration
Management Science Public Administration

DESCRIPTION: The position is located within the **Management & Administration Directorate of the NCISHQ Command and Staff Offices**. Qualified candidates will possess excellent communication, interpersonal, research, and analytical skills. Responsibilities may include, but are not limited to:

- Resource planning and management (financial and labor);
- Strategic planning, especially relative to the future NCIS workforce;
- Working with operational program managers and directorate referents to identify current capability levels and required resources as part of an integrated process team effort;
- Conducting research relative to NCIS financial management policies and procedures for the purposes of updating NCIS Manuals and providing information to the field;
- Assisting in the effort to move NCIS data into the 21st century;
- Preparing documented guidelines or “playbooks” as standard operating procedure for the directorate; and
- Assisting in development of a financial management “dashboard” for senior NCIS officials.

INFORMATION TECHNOLOGIES DIRECTORATE

- INFORMATION TECHNOLOGIES SERVICES -

PREFERRED STUDENT STATUS: Freshmen/Sophomore/Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Computer Science, Management Information Systems, Business or Related

DESCRIPTION: The position is located within the **Information Technologies Directorate, Information Technologies Services Department**. Depending on the candidate’s interest and/or abilities, s/he may be asked to perform or assist in:

- Planning or implementation of new or upgraded software or network deployments;
- Liaison within the Information Technologies Directorate or between Information Technology Services and other Departments within NCIS;

- Collection and organization of information for internal (private) directorate/department web sites;
- Website design, development, and maintenance for directorates/departments using Macromedia Dreamweaver software;
- Analysis of systems usage and intrusion logs;
- Trouble shoot systems (UNIX, Microsoft Exchange, Novell, Windows NT);
- Documentation of systems and procedures;
- Assist with inventory accountability.

INSPECTOR GENERAL'S OFFICE

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Business Administration	Computer Science
Public Administration	Social Sciences
Administrative Sciences	Criminal Justice
Sociology	

DESCRIPTION: The position is located within the **NCIS HQ Inspector General's Office**, a non-operational entity responsible for the development and application of management controls designed to measure organizational performance, improve business practices, identify material weaknesses and maintain stewardship of the public's resources ensuring they are expended in an efficient and effective manner by NCIS organization elements and employees at all levels. The Directorate also develops, reviews and coordinates internal and external issues that enable NCIS to achieve its mission objectives. Responsibilities may include, but are not limited to:

- Assist in the development and or/coordination of internal operational and administrative policy and procedures;
- Assist in updating and validating Inspection Protocols and the Field Office Self-Inspection Program;
- Assist in the research, development and maintenance of the NCIS Management Control Program;
- Assist in the development and maintenance of organization metrics;
- Assist in the development and dissemination of unified annual Performance Plans for Field Offices;
- Assist in updating and maintaining NCIS Manuals;
- Assist in incorporating internal procedures and policies, NCIS manuals, instructions and forms in the departmental intranet Web page;
- Accompany Directorate personnel to various field offices to provide administrative support during on-site inspections;
- Candidates must be proficient with Windows operating systems, Excel, Access, PowerPoint, etc.

INTELLIGENCE AND INFORMATION SHARING DIRECTORATE

- INTERNAL INFORMATION SHARING -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S):	Management Science	Business Administration
	Computer Science	Public Administration
	Administrative Science	Criminal Justice

DESCRIPTION: The position is located in the Information Sharing division at the Naval Criminal Investigative Service, Headquarters. The Information Sharing division is responsible for maintaining the Navy's compliance with Department of Defense case reporting requirements. This division works to ensure the Navy, Marine Corps, and Naval Criminal Investigative Service are able to access and disseminate case information in a timely manner. By creating, upgrading, and maintaining a collection of databases the Information Sharing division is able to provide informational resources to agents and analysts in the field. It is the mission of the Information Sharing division to provide indications and warnings for a wide range of threats to Navy and Marine Corps personnel and assets around the world. This division strives to achieve this mission with consideration of the NCIS Director's guidance to ensure operational excellence and enhance NCIS' infrastructure.

Interns in this division will actively participate in some or all of the following:

- Assist in drafting policy for new programs or procedures;
- Assist in tracking and composing revisions and updates for NCIS manuals, policies and instructions;
- Work with subject matter experts (SMEs) to produce, edit and disseminate professional, informative publications;
- Research, review and analyze system and/or program requirements and functionalities;
- Assist in the identification, evaluation and correction of program errors;
- Research and present briefs on NCIS related subject matter;
- Communicate with representatives of other units to acquire or communicate information and discuss process planning.

OPERATIONAL SUPPORT DIRECTORATE

- FORENSIC CONSULTANT DIVISION -

PREFERRED STUDENT STATUS: Graduate Student

PREFERRED MAJOR (S): Forensic Sciences Criminal Justice

DESCRIPTION: The position is located within the **Criminal Investigations Department, Forensic Consultant Division**. The NCIS Forensic Consultant Division is responsible for reconstructing crime scenes (using bloodstain analysis, firearms trajectory analysis, etc.) and teaching crime scene processing, death investigations and related forensic topics. Students assigned to this branch will:

- Conduct literature searches and other research on forensic related topics;
- Review death investigation case files and prepare them for presentation before a Death Review Board (DRB);
- Attend applicable NCIS in-service training sessions (i.e., crime scene investigations and forensic courses, etc.);
- Assist in preparing forensic related training programs and sessions.

- OFFICE OF BIOMETRIC & FORENSICS -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Forensic Sciences Criminal Justice

DESCRIPTION: The position is located within the **Investigative Support Department, Forensic Sciences Division**. Responsibilities may include, but are not limited to:

- Operate a variety of equipment during the performance of fingerprint scanning and electronic submission to the FBI CJIS Division;
- Complete data entry into Microsoft Windows™ based personal computer workstation using specialized software designed to capture and retain personal identifying data and scanned fingerprint images;
- Sort, account for and file incoming paper fingerprint cards for later retrieval, review and analysis;
- Conduct quality control of fingerprint cards for clarity and adequacy of the fingerprint images for scanning and analysis and later value in making fingerprint comparisons and identifications;
- Prepare deficiency/discrepancy reports on unacceptable or incorrect fingerprint cards and return these cards to the submitting office for correction and resubmission. Maintain a

suspense system to ensure corrections are made and that corrected cards are returned and processed in a timely manner;

- Assist in preparing weekly, monthly, quarterly and annual reports on the number of fingerprint cards received and processed;
- Conduct literature searches and other research on forensic related topics.

-POLYGRAPH SERVICES DIVISION -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Computer Science Sociology
Statistics Social Sciences Business Administration

DESCRIPTION: The position is located within the **Investigative Support Department, Polygraph Services Division**. The NCIS Polygraph Program consists of a cadre of personnel who are specially trained and certified in the use of polygraph. These examiners provide support to the NCIS mission by administering specific phase polygraph examinations in criminal and counterintelligence investigations and operations. They also conduct Counterintelligence Scope Polygraph (CSP) examinations in support of the DoD and DoN CSP programs. Students assigned to the Division will assist in the creation and maintenance of databases utilized in support of the mission. Students will be trained in using the NCIS Case Information System (CIS) database. The CIS tracks productivity, trends, case resolutions, recoveries and subject/victim profile reports. Students will conduct research relative to ongoing cases and assist in the review and organization of data to assist in case development, investigation, and prosecution. Students will also assist in revision of the Standard Operating Procedures (SOP) manual for the Division. Students must be proficient with Windows operating systems and possess excellent data base management skills/proficiencies, including Access and Excel. A+ programming skills are desirable, but not required. In addition, qualified candidates will possess excellent research, writing and editing skills.

MULTIPLE THREAT ALERT CENTER (MTAC) - CRIMINAL INTELLIGENCE DIVISION -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Statistics Social Sciences
Political Science Forensic Sciences

DESCRIPTION: The position is located within the **Multiple Threat Alert Center, Criminal Intelligence Division**, which is responsible for analyzing investigative data to produce reports and trend analysis in support of the Department of Navy, including NCIS. Students assigned to this division will assist in preparing reports by analyzing data contained in the NCIS Case Information System (CIS), Records Information Management System (RIMS) and the

Consolidated Law Enforcement Operations Center (CLEOC). The CIS database tracks productivity, trends, case resolutions, recoveries and subject/victim profile reports and is the central collection point for U.S. Navy and U.S. Marine Corps Incident/Complaint Reports and USN urinalysis results. Students would also assist in the review and organization of data on both long-term and short-notice requests to assist in case development, investigation, and prosecution. A working knowledge of the statistical tool SPSS is desirable.

NCIS COUNSEL'S OFFICE

PREFERRED STUDENT STATUS: Graduate Student

PREFERRED MAJOR (S): Law

DESCRIPTION: The position is located within the **NCIS Counsel's Office of the NCIS HQ Command and Staff Offices**. Intern will be responsible for review of the NCIS General Administration (GEN ADMIN) documents and policy GEN ADMINS from various NCIS departments to determine which ones have legal implications. Once applicable GEN ADMINS are identified, some topics may require legal research to modify or update the material. Some of the GEN ADMINS will be summarized for inclusion in a series of legal newsletters or "FAQ"

publications for NCIS-wide distribution. In addition, the intern will ensure policy GEN ADMINS are incorporated in the NCIS Manuals. Intern will also conduct legal research relative to ongoing NCIS investigations.

OFFICE OF THE DIRECTOR

- STRATEGIC ADVISOR -

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): International Relations International Politics

POSITION DESCRIPTION: Key skills needed are good writing abilities, interpersonal abilities, and research abilities.

The project will entail creating a single source collection of NCIS international law enforcement partners, their organizational structures, and key personnel positions.

This effort would have two objectives. The first objective is to create a single source of this information for NCIS use. The second objective is to use the information for the purpose of informing the NCIS TV shows about who NCIS works with so they can work dialogue recognizing foreign police agencies into the NCIS scripts. This research will support the NCIS objective of presenting NCIS as a globally connected international organization.

The research skills are all open source. The intern would also need to reach out to NCIS field offices, NCIS representatives at the International Chiefs of Police (IACP), and contacts at Interpol and Europol. This will be done in concert with the NCIS global engagement shop.

The benefit to the intern would be the ability to work on a pilot project while at the same time learning about and mapping the different police agencies in the world.

BEHAVIORAL SCIENCES GROUP

PREFERRED STUDENT STATUS: Undergraduate-Junior/Senior; Graduate-MA/PhD/PsyD

REQUIRED MAJOR: Psychology or related Behavioral Sciences

DESCRIPTION: The **Behavioral Sciences Group (BSG)** consists of staff psychologists who provide psychological consultation to a variety of NCIS investigations, operations, and employment issues. The BSG psychologists are a dynamic and operational ancillary component to the NCIS mission and are actively partnered with agents and analysts. **Qualified candidates must be able to work independently in a fast-paced and high-demand environment. Preference will be given to applicants with clinical/research experience in forensic mental health and law enforcement populations.** Opportunities for BSG interns vary, depending upon the consultation requests from the field, but will generally consist of observing, assisting and participating in the following:

- Psychological consultation with the NCIS Threat Management Unit (TMU), including assessment of violence risk for stalking, workplace violence, communicated threats, arson, sabotage, and other high-risk cases;
- Psychological consultation with the NCIS Family & Sexual Violence Branch, including assessment of domestic violence, sexual assaults, child molestations, sexual predators, and cyber sex crimes;
- Psychological consultation with the NCIS Protective Service Operations (PSO) department, including assessment of unsolicited communications to high profile individuals within the Department of the Navy (DoN) and consultation on PSO issues (e.g., executive vulnerability, assassination);
- Psychological consultation of a variety of issues relevant to NCIS investigations & operations (e.g., interviewing/interrogation, confession issues, effects of trauma/intoxication on memory recall, violence risk assessment);
- Consultation on behavioral issues relevant to research conducted by the NCIS Multiple Threat Alert Center (MTAC) Criminal Intelligence Unit (e.g., research on sexual assaults, domestic violence, homicide, suicide, etc.);
- Conduct PsycINFO, news article, and Internet research for a variety of topics (e.g., violent crime, terrorism, false/coerced confessions, memory recall, etc.).

NCIS FIELD OFFICE ASSIGNMENTS

NOTE: Intern candidates from the universities located within the respective Field Office geographic area of operations will be afforded priority consideration in the selection process.



TRAINING DEPARTMENT

LOCAL ADDRESS:	Naval Criminal Investigative Service Federal Law Enforcement Training Center (FLETC) Townhouse 388C Glynco, GA 31524	
PREFERRED STATUS:	Freshman/Sophomore/Junior/Senior/Graduate Student	
PREFERRED MAJOR(S):	Business & Office Technology Computer Information Technology Administrative Sciences Business Administration	Criminal Justice General Studies Management

DESCRIPTION: The position is located within the **Training Department (Code 10B) located at the Federal Law Enforcement Training Center (FLETC), Brunswick, GA.** The Training Department is primarily responsible for identifying, facilitating, scheduling, and providing training that allows the Special Agents and Professional/Administrative staff to effectively and efficiently perform their jobs. The Training Department locates training sources; develops, schedules, and funds a wide variety of training programs; and is responsible for all administrative functions supporting student training.

Candidates must be proficient with Windows operating systems and be familiar with Word, Excel, and PowerPoint. Experience using a variety of software applications and digital cameras is a plus. Intern responsibilities may include, but are not limited to:

- Assist with class preparation (e.g., assist with student materials, pick-up and deliver training materials, classroom set-up, etc.).
- Take digital photographs of training scenarios, dignitaries, etc.
- Develop PowerPoint slideshows; video shows using digital media.
- Assist with the administration of Training (e.g., document preparation, filing, input into electronic databases, preparing briefing reports, etc.).
- Assist in various administrative functions (e.g., informing team members of scheduled meetings, tracking responses, preparing travel order requests, answering phones, etc.).
- Perform independent research, utilizing numerous open sources (e.g., Internet) to identify possible solutions and/or resources to meet identified specific program requirements.

TRAINING DEPARTMENT (Charleston, SC Office)

LOCAL ADDRESS:	Naval Criminal Investigative Service Federal Law Enforcement Training Center (FLETC) 2000 Bainbridge Avenue Building 1, Room 163 Charleston, SC 29405
PREFERRED STATUS:	Freshman/Sophomore/Junior/Senior/Graduate Student
PREFERRED MAJOR(S):	Business & Office Technology Criminal Justice Computer Information Technology General Studies Administrative Sciences Management Business Administration

DESCRIPTION: The position is located within the **Training Department (Code 10B) located at the Federal Law Enforcement Training Center (FLETC), Charleston, SC.** The Training Department is primarily responsible for identifying, facilitating, scheduling, and providing training that allows the Special Agents and Professional/Administrative staff to effectively and efficiently perform their jobs. The Training Department locates training sources; develops, schedules, and funds a wide variety of training programs; and is responsible for all administrative functions supporting student training.

Candidates must be proficient with Windows operating systems and be familiar with Word, Excel, and PowerPoint. Experience using a variety of software applications and digital cameras is a plus. Intern responsibilities may include, but are not limited to:

- Assist with class preparation (e.g., assist with student materials, pick-up and deliver training materials, classroom set-up, etc.).
- Take digital photographs of training scenarios, dignitaries, etc.
- Develop PowerPoint slideshows; video shows using digital media.
- Assist with the administration of Training (e.g., document preparation, filing, input into electronic databases, preparing briefing reports, etc.).
- Assist in various administrative functions (e.g., informing team members of scheduled meetings, tracking responses, preparing travel order requests, answering phones, etc.).
- Perform independent research, utilizing numerous open sources (e.g., Internet) to identify possible solutions and/or resources to meet identified specific program requirements.

NCIS FIELD OFFICE CAROLINAS (CALE) **- GENERAL CRIMES UNIT -**

LOCAL ADDRESS: NCIS Field Office Carolinas Camp Lejeune NC
H-32 Julian C. Smith Drive
Camp Lejeune, NC 28547-1603

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR(S):	Criminal Justice	Administration of Justice
	Forensic Science	Political Science
	Economics	Finance

DESCRIPTION: The position is located at the **NCIS Field Office Carolinas**. Position may include assignments in the Cold Case Squad, Special Operations Unit, and/or Economic Crimes Unit. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Conduct evaluation of complex criminal investigations, developing timelines and potential investigative leads;
- Assist in preparation and presentation of various command briefs;
- Assume responsibility of crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Utilize databases to conduct research and to update manuals;
- Participate in investigative leads such as attending autopsies;
- Attend in-service training provided by the field office, including firearms familiarization.

NCIS FIELD OFFICE CAROLINAS (CALE) - Field Office Computer Specialist -

LOCAL ADDRESS: NCIS Field Office Carolinas Camp Lejeune NC
H-32 Julian C. Smith Drive
Camp Lejeune, NC 28547-1603

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR(S): Information Technology

DESCRIPTION: The position is located at the NCIS Field Office Carolinas. Position assignment will be with the Field Office Computer Specialist. Responsibilities may include, but are not limited to:

- Assist in basic PC hardware and software troubleshooting;
- Participate in basic Network troubleshooting;
- Printer maintenance and support, local and networked;
- Customer service to assist users with Microsoft OS and Office product support
- Escorting NMCI technical personnel and assisting users with obtaining support under NMCI contract;
- Log customer request in remedy database; follow up on NMCI ticket with help desk;
- Data Entry for assets management utilizing remedy database;
- Assist FCS with IT inventories and labeling equipment with serial numbers and classification markings

NCIS RESIDENT AGENCY CORPUS CHRISTI, TX (CNCC)

- GENERAL CRIMES UNIT -

LOCAL ADDRESS: Building 39
Naval Air Station
Corpus Christi, TX 78419-5034

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Resident Agency Corpus Christi, TX**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by CNCC;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;

NCIS RESIDENT AGENCY GREAT LAKES, IL (CNGL)

- GENERAL CRIMES UNIT -

LOCAL ADDRESS 2540A Paul Jones Street
Great Lakes, IL. 60088

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR(S): Criminal Justice Administration of Justice
Forensic Sciences Political Science
Behavioral Sciences Psychology

DESCRIPTION: The position is located at the **NCISRA Great Lakes IL, General Crimes Unit**. Student interns will be provided an overview of the NCIS criminal investigative and operational process within the CNGL area of operation. Responsibilities may include, but are not limited to:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs provided by CNGL;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in liaison events with local law enforcement
- Participate in firearms familiarization during quarterly firearms qualification evolutions;
- Participate in briefings and training programs of local commands regarding a variety of criminal issues.

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

-ECONOMIC CRIMES UNIT –

LOCAL ADDRESS: Bldg 168
2713 Mitscher Rd, SW; Suite 200
Anacostia Annex, DC. 20373

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Business Criminal Justice Economics
Finance Computer Science

DESCRIPTION: The position is located at [the NCIS Washington DC Field Office, Economic Crimes Unit](#). Responsibilities may include, but are not limited to:

- Analysis of contract/financial documentation;
- Contract reviews;
- Link analysis;
- Trial preparation of material for civil litigation;
- Internet inquiries;
- Database preparation/input;
- Major case organization;
- Participate in all NCISHQ/NCISFO Washington DC intern events including various mission briefs, MTAC tour, autopsy, and firearms familiarization.

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

- GENERAL CRIMES UNIT -

LOCAL ADDRESS: Bldg 168
2713 Mitscher Rd, SW; Suite 200
Anacostia Annex, DC. 20373

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Washington DC Field Office, General Crimes Unit**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Development and maintenance of a database to track all aspects of the NCIS Field Office Washington DC Agent Applicant Program;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by DCWA;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISHQ/NCISFO Washington DC intern events including various mission briefs, MTAC tour, autopsy, and firearms familiarization.

NCIS FIELD OFFICE WASHINGTON DC (DCWA)**- NCIS RESIDENT AGENCY QUANTICO VA (DCQV) -**

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Quantico VA
P.O. Box 1863
Range Road, Marine Corps Base
Quantico, VA 22134-0863

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Resident Agency Quantico, VA**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by DCQV;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISHQ/NCISFO Washington DC intern events including various mission briefs, MTAC tour, autopsy, and firearms familiarization.

NCIS FIELD OFFICE EUROPE (EUNA)

- GENERAL CRIMES DEPARTMENT -

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: Naval Criminal Investigative Service
European Field Office Naples, Italy
Admin II, Suite 1005
Viale Fulco Ruffo di Calabria
Aeroporto di Capodichino
80144 Napoli

PREFERRED STATUS: Senior/Graduate Student

PREFERRED MAJOR (S):	Criminal Justice	Administration of Justice
	Forensic Sciences	Political Science
	Behavioral Sciences	Foreign Language(s)

DESCRIPTION: The position is located at the **NCIS Europe Field Office, Naples, Italy, General Crimes Department**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Review, on a daily basis, all journal entries that are written by NSA Security and extrapolate all pertinent information for inclusion into the EUNA Criminal Threat Assessment;
- Assist in preparation and presentation of various command briefs provided by EUNA;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISFO Naples intern events including carrier tour, autopsy, firearms familiarization;
- Accompany NCISFO personnel in the support of ship port visits;
- Filing, copying, mailing and hand carrying NCIS Reports to local command representatives;
- Establish and maintain minor property inventory accounts;
- Conduct DRMO delivery, pickup and accounting;
- Participate in briefings and training programs of local commands regarding Domestic Violence Unit (DVU) issues.

NCIS FIELD OFFICE FAR EAST YOKOSUKA (FEYK)

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: NCIS Field Office Far East Yokosuka
Training and Administration Building 1997
Yokosuka Navy Base Japan

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Political Science
International Studies Behavioral Sciences

DESCRIPTION: The position is located at the **NCIS Field Office (NCISFO), Yokosuka, Japan (FEYK)**. Responsibilities may include, but are not limited to:

- Research cooperating witness programs, initiative operations programs, Japanese Status of Forces Agreement (SOFA) and constitutional issues to create a “rule of thumb” guide for conducting operational activity in Japan;
- Review pending death investigations for compliance with Criminal Plan objectives prior to referral to the Death Review Board (DRB);
- Review pending investigations to determine suitability for referral to the NCIS Threat Management Unit (TMU);
- Attend and become capable of assisting in conducting child pornography awareness and prevention briefings to serviced commands;
- Serve as an assistant to the Major Crime Scene Response Team (MCRT) leader; become familiar with and ensure necessary equipment, literature, forms and other materials are maintained at the ready for a call-out. Attend call-outs as appropriate;
- Assist in scheduling, planning and administering MCRT training. Document training;
- Serve as an assistant to the Domestic Violence Unit (DVU) coordinator; assist in providing training and pre-coordinate DVU responses with members of the Commander Fleet Activity Yokosuka (CFAY).

NCIS RESIDENT AGENCY MARIANAS, GUAM (FEMI)

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Marianas
Building 2, Second Floor
Naval Support Activity
Santa Rita, Guam 96915

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Political Science
International Relations Administration of Justice

DESCRIPTION: The position is located at the **NCIS Resident Agency (NCISRA) Marianas, Guam**. Responsibilities include the following:

- Assist in the input, maintenance, and analysis of information related to an antiterrorism and force protection (AF/FP) database locally established and administered by NCISRA Marianas;
- Conduct daily reviews of base police blotter entries to identify crime trends and areas for potential proactive enforcement operations;
- Assist in the preparation of historical case files for archiving;
- Assist in various administrative functions;
- Assist in the tracking and maintenance of NCISRA Marianas monthly case metrics;
- Assist in the presentation of command briefings related to general criminal and counter-terrorism awareness;
- Organize the office technical equipment locker, to include establishment of an inventory system to track stocks of expendable crime scene equipment;
- Research and draft media related articles to promote NCIS within the local community;
- Participate in firearms familiarization during quarterly firearms qualification evolutions;
- Attend autopsies with case agent(s) on NCISRA Marianas controlled death investigations.

NCIS RESIDENT AGENCY OKINAWA (FEOK)

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Okinawa
Building #497
Camp Foster, Okinawa, Japan

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Forensic Sciences Criminal Justice
Behavioral Science Administration of Justice

DESCRIPTION: The position is located at the **NCIS Resident Agency (NCISRA) Okinawa, Japan**. Students assigned to this position will:

- Be provided instruction, practice and observation on the investigative process, including, but not limited to: investigative planning, basic crime scene processing skills (i.e., photography, fingerprinting, impression evidence and casting), report preparation and submission and force protection operations. The student intern will also participate in ongoing research and/or initiative projects.
- Attain a working knowledge of the following computer programs related to crime scenes:
 - 1) 3-D Eyewitness crime scene sketching program
 - 2) Poser 3 diagramming of a body (death scene or assault)
 - 3) Faces (composites of faces for identification purposes);
- Conduct literature searches and other research on forensic related topics and current criminal trend analysis;
- Conduct an inventory of FEOK crime scene supplies;
- Attend (for observation purposes) Major Crime Scene Response Team (MCRT) call-outs as appropriate;
- Attend (for observation purposes) Post Mortem examinations and when appropriate forensic sexual assault examinations;
- Participate in any other instructional opportunities as may be identified during intern assignment to NCISRA Okinawa.

NCIS FIELD OFFICE HAWAII (HIHN)

- FIELD OFFICE SUPPORT OFFICE -

LOCAL ADDRESS: NCIS Field Office Hawaii
449 South Avenue
Pearl Harbor, HI 96860-4988

PREFERRED STATUS: Freshman/Sophomore/Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Business Administration Business Management
Business & Office Technologies
Administrative Sciences Criminal Justice
General Studies

DESCRIPTION: The position is located at the **NCIS Field Office (NCISFO) Hawaii, Office of the Field Office Support Officer (FOSO)**. The FOSO serves as the Administrative Officer for the Field Office with responsibility for management oversight and direction of administrative and technical functions that support the operational and investigative mission of the field office and subordinate offices. FOSO responsibilities include interpreting administrative policies/procedures, developing and implementing local policies/procedures in accordance with guidance received from NCIS Headquarters subject matter experts, defining administrative requirements, applying new policies, providing advice on requirements, maintaining administrative systems and preparing administrative paperwork. Qualified intern candidates will possess excellent communication, interpersonal, organizational, research and analytical skills. Intern responsibilities will include, but are not limited to:

- Assist in maintaining PARIS database for Field Office;
- Develop, implement and maintain Field Office government vehicle database;
- Establish and maintain Field Office supply inventory and tracking;
- Assist in tracking and maintenance of Field Office monthly case metrics;
- Assist in various administrative functions.

NCIS FIELD OFFICE HAWAII (HIHN) **- GENERAL CRIMES DIVISION -**

LOCAL ADDRESS

NCIS Field Office Hawaii
449 South Avenue
Pearl Harbor, HI 96860-4988

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice	Administration of Justice
Forensic Sciences	Political Science
Economics	Finance

DESCRIPTION: The position is located at the **NCIS Hawaii Field Office**. Position may include assignments in the Cold Case Squad, Special Victims Unit, Economic Crimes Unit, and/or Initiative Operations Squad. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Conduct evaluation of complex criminal investigations, developing timelines and potential investigative leads;
- Assist in preparation and presentation of various command briefs;
- Assume responsibility of crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Utilize databases to conduct research and to update manuals;
- Participate in investigative leads such as attending autopsies;
- Attend in-service training provided by the field office, including firearms familiarization.

NCIS FIELD OFFICE CAMP PENDLETON CA (MWPE)

- ADMINISTRATIVE AND GENERAL CRIMES UNITS –

LOCAL ADDRESS: Bldg 120
101 De Luz Road
Camp Pendleton, CA 92055

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences

DESCRIPTION: The position is located at the **NCIS MARINE CORP WEST Field Office, Camp Pendleton, CA, Administrative and General Crimes Unit**. Responsibilities may include, but are not limited to:

- Assist in transcribing Subject interviews for Agents
- Assist in the Administrative processing of investigations
- Research and gathering of statistical data for monthly reports
- Assist in preparation of various excel spread sheets for statistical reports
- Assist in the preparation, documentation and dissemination of final investigative products
- Utilize databases to conduct research and to update manuals
- Participate in investigative leads such as attending autopsies.

NCIS RESIDENT AGENCY MIRAMAR (MWMM)

- ADMINISTRATIVE AND GENERAL CRIMES UNITS –

LOCAL ADDRESS: **BLDG 7208 GONSALVES
MCAS MIRAMAR, CA 92145**

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice, Administration of Justice, Forensic Sciences

DESCRIPTION: The position is located at the **NCISRA MIRAMAR, MCAS MIRAMAR, CA, in Administrative and General Crimes**. Responsibilities may include, but are not limited to:

- Assist in transcribing Subject interviews for Agents
- Assist in the Administrative processing of investigations
- Research and gathering of statistical data for monthly reports
- Assist in preparation of various excel spread sheets for statistical reports
- Assist in the preparation, documentation and dissemination of final investigative products
- Utilize databases to conduct research and to update manuals
- Participate in investigative leads such as surveillance and meetings.
- Assist in preparation and presentation of various command briefs provided by MWMM.
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization
- Participate in all MWPE intern events including various mission briefs, autopsy, and firearms familiarization.
- Assist in obtaining local police reports of relevant incidents
- Making copies of recorded interviews/interrogations
- Special Assignments from SSA

NCIS NORTHEAST FIELD OFFICE NEWPORT RI (NENP)

- GENERAL CRIMES -

LOCAL ADDRESS: NCIS Northeast Field Office
344 Meyerkord Avenue, 3rd Floor
Newport, RI 02841-1607

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science
Behavioral Sciences Psychology

DESCRIPTION: The position is located at the **NCIS Northeast Field Office Newport RI**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by NENP;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NENP intern events including USN Ship tours, autopsy, and firearms familiarization;
- Assist in the development and implementation of a database for the collection of crime statistics and force protection information for analysis;
- Develop, implement and maintain a database of relevant operational issues involving educational anti-crime briefings;
- Track and disseminate Domestic Violence Unit (DVU) requests for Family Advocacy.

NCIS NORTHEAST FIELD OFFICE (NENP)

- COMPUTER INVESTIGATIONS & OPERATIONS (CIO) -

LOCAL ADDRESS: NCIS Field Office Northeast Newport RI
344 Meyerkord Avenue #3
NAVSTA Newport
Newport, RI 02841-1607

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Computer Sciences, Computer Engineering

DESCRIPTION: The position is located within the **Computer Investigations and Operations (CIO) Department** of the NCIS Field Office Northeast Newport RI. The primary focus of this department is information infrastructure protection for the Department of the Navy and investigating crimes involving digital evidence. The CIO supports computer related aspects of criminal and counterintelligence investigations and operations. Candidates should have a solid background in computer programming in a high-level language (C, HTML Java, or C++), various computer operating systems (WindowsX, Unix/Linux, DOS, MacOS), the ability to work individually, and knowledge of the field of Computer/Network Forensics. Depending on the candidate's interests and/or abilities, s/he may be asked to perform or assist in:

- Install, test, and implement various Windows and DOS based computer forensic software tools;
- Perform internet traces;
- Analysis of systems usage and intrusion logs;
- Trouble shoot systems (Unix/Linux, WindowsX);
- Documentation of systems and procedures;
- Perform original computer programming, web development, and scripting;
- Generate computer forensics reports;
- Participate in the planning stage leading up to the execution of search warrants;
- Observe interviews conducted to gather evidence in criminal investigations;
- Produce/update PowerPoint presentations designed to provide training to first responders to electronic crime scenes, system administration personnel, and computer users;
- Research, update, and document proper forensically sound seizure procedures for various operating systems.

NCIS RESIDENT AGENCY NEW LONDON CT (NENL)

- GENERAL CRIMES -

LOCAL ADDRESS: Box 30 SUBASE/Bldg #98
Groton, CT 06349-5030

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science
Behavioral Sciences Psychology

DESCRIPTION: The position is located at the **NCIS Resident Agency New London CT**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by NENL;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NENL intern events including USN Ship tours, autopsy, and firearms familiarization;
- Assist in the development and implementation of a database for the collection of crime statistics and force protection information for analysis;
- Develop, implement and maintain a database of relevant operational issues involving educational anti-crime briefings;
- Track and disseminate Domestic Violence Unit (DVU) requests for Family Advocacy.

COMPUTER INVESTIGATIONS AND OPERATIONS DEPARTMENT

INTRUSION RESPONSE GROUP – NORFOLK (NFNF)

*** CANDIDATES MUST POSSESS CURRENT SECRET CLEARANCE ***

LOCAL ADDRESS: Navy Computer Incident Response Team
Fleet Information Warfare Center
Naval Amphibious Base
Norfolk, VA

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Computer Science
WINDOWS & UNIX SKILLS are highly desired.

DESCRIPTION: This position is located within **the Navy Computer Incident Response Team at the Fleet Information Warfare Center, Naval Amphibious Base, Norfolk VA.** The Intrusion Response Group, co-located with the NAVCIRT, is tasked with 24/7 response to intrusions and related events targeting the Department of the Navy Information Infrastructure. Students assigned to the Intrusion Response Group will assist Special Agents and NAVCIRT personnel in the following:

- Standing watch;
- Assisting in vulnerability assessments;
- Compiling statistics;
- Working in a computer laboratory environment on "hacker" tools, virus codes, and related software issues.

NCIS FIELD OFFICE NORFOLK VA (NFNF)

NCIS RESIDENT AGENCY LITTLE CREEK, VA (NFLC)

- DOMESTIC VIOLENCE UNIT -

LOCAL ADDRESS: Naval Criminal Investigative Service Resident Unit
Naval Amphibious Base Little Creek
1430 Helicopter Road, Suite 210
Norfolk, VA 23521-2929

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S):	Criminal Justice	Behavioral Sciences
	Forensic Science	Women's Studies
	Psychology	Sociology
	Political Science	

DESCRIPTION: This position is located within the **NCIS Field Office Norfolk VA (NFNF)**, **Domestic Violence (DVU)**. Responsibilities may include, but are not limited to:

- Participate in the review of active case files;
- Assist in the maintenance and continued development of a DVU database;
- Liaison with area task forces, victim shelters, and local police department DVU's to promote the NCIS DVU mission;
- Research and draft media-related articles to promote NCIS within the local community;
- Observe interviews conducted by Special Agent personnel;
- Utilize the Internet and other resources to conduct research related to sex crimes and family violence.

NCIS FIELD OFFICE NORFOLK VA (NFNF)

- GENERAL CRIMES DEPARTMENT -

LOCAL ADDRESS: Naval Criminal Investigative Service
Field Office Norfolk, VA
1329 Bellinger Boulevard
Norfolk, VA 23571

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S):	Criminal Justice	Administration of Justice
	Forensic Sciences	Political Science
	Behavioral Sciences	Foreign Language(s)
	Economics	Finance

DESCRIPTION: The position is located at the **Naval Criminal Investigative Service Field Office (NCISFO) Norfolk VA, General Crimes Office**. Student interns will be provided an overview of all areas of the NCIS investigative and operational mission to include: Criminal investigations/operations, the Domestic Violence Unit (DVU), the Cold Case Squad, Force Protection operations and Fraud investigations. Responsibilities will include the following:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs provided by NFNF;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Accompany NCISFO personnel in support of ship port visits;
- Filing, copying, mailing and hand carrying NCIS reports to local command representatives;
- Establish and maintain minor inventory accounts;
- Assist in the preparation, documentation and dissemination of final investigative products;
- Participate in liaison events with local law enforcement;
- Assist in coordinating local college recruitment visits;
- Serve as the primary liaison point of contact between outer office and U-40 criminal squad via courier;
- Assist the NCISFO staff in various administrative/professional areas when time permits.

NCIS FIELD OFFICE NORFOLK VA (NFNF)

- SPECIAL OPERATIONS UNIT –

LOCAL ADDRESS: Naval Criminal Investigative Service
Field Office Norfolk, VA
1329 Bellinger Boulevard
Norfolk, VA 23571

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Computer Science Criminal Justice
Political Science Administration of Justice

DESCRIPTION: The position is located at the **Naval Criminal Investigative Service Field Office (NCISFO) Norfolk VA, Special Operations Unit**. Candidates should possess excellent computer skills and have either a background in programming or extensive database management experience. Expertise with Microsoft Access is required, including the ability to build queries/reports/forms and knowledge regarding how relational databases work. Intern responsibilities will include, but are not limited to:

- Maintaining the Criminal Intelligence Program for the Unit (e.g., data entry, building reports/queries/forms, etc.);
- Reviewing urinalysis de-briefings and entering information into database;
- Assisting with maintaining Undercover Operations vehicles;
- Establish and maintain inventory of surveillance equipment; assist in determining needs of the Unit for surveillance equipment (wires, cameras, etc.).
- Participate in liaison events with local law enforcement;
- Assist the NCISFO staff in various administrative/professional areas when time permits.

NCIS FIELD OFFICE NORTHWEST (NWBG)
NCIS RESIDENT AGENCY BREMERTON WA (NWBR)
- SPECIAL ASSAULT UNIT -

LOCAL ADDRESS: Naval Criminal Investigative Service Resident Agency
Puget Sound Naval Shipyard
2240 Decatur Avenue – Building 506
Bremerton, WA 98314-5255

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Behavioral Sciences
Women's Studies Psychology
Sociology Political Science

DESCRIPTION: The position is located within the **NCIS Resident Agency Bremerton, WA (NWBR), Special Assault Unit (SAU)**. Responsibilities may include, but are not limited to:

- Participate in the review of active case files;
- Assist in the maintenance and continued development of a SAU database;
- Liaison with area task forces, victim shelters and local police department SAU's to promote the NCIS Domestic Violence mission;
- Research and draft media-related articles to promote the NCIS within the local community;
- Observe interviews conducted by Special Agent personnel;
- Utilize the Internet and other resources to conduct research related to sex crimes and family violence.

NCIS FIELD OFFICE NORTHWEST (NWBG)**NCIS RESIDENT AGENCY WHIDBEY ISLAND
(NWWH)****- COLD CASE HOMICIDE UNIT -**

LOCAL ADDRESS: Naval Criminal Investigative Service Resident Agency
Naval Air Station – Whidbey Island
975 West Forrestal Street – Building 220
Oak Harbor, WA 23521-2929

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Forensic Sciences Psychology
Criminal Justice Behavioral Sciences

DESCRIPTION: The position is located within the **NCIS Field Office Northwest (NWBG), Cold Case Homicide Unit**. The Cold Case Homicide Unit's office is located at the **Naval Air Station Whidbey Island, Oak Harbor, WA**.

NCIS has developed a comprehensive methodology that focuses on the passage of time, changes in personal relationships, and technological improvements as criteria to apply to the investigation of previously unresolved homicides. Interns assigned to this unit will participate in the review of active case files, extract pertinent information relative to solvability factors and prepare detailed time-lines illustrating sequence of events. Interns will prepare written case fact sheets and oral case summaries to articulate their case findings. Interns may have the opportunity to shadow agents in fieldwork activity.

NCIS FIELD OFFICE NORTHWEST (NWBG)
NCIS RESIDENT AGENCY WHIDBEY ISLAND (NWWH)
- DOMESTIC VIOLENCE UNIT -

LOCAL ADDRESS: Naval Criminal Investigative Service Resident Agency
Naval Air Station – Whidbey Island
975 West Forrestal Street – Building 220
Oak Harbor, WA 23521-2929

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Behavioral Sciences
Women’s Studies Psychology
Sociology Political Science

DESCRIPTION: The position is located within the **NCISRA Whidbey Island WA, Domestic Violence Unit (DVU)**. Responsibilities may include, but are not limited to:

- Participate in the review of active case files;
- Assist in the maintenance and continued development of a DVU database;
- Liaison with area task forces, victim shelters, and local police department DVU’s to promote the NCIS DVU mission;
- Research and draft media-related articles to promote NCIS within the local community;
- Observe interviews conducted by Special Agent personnel;
- Utilize the Internet and other resources to conduct research related to sex crimes and family violence.

NCIS FIELD OFFICE SOUTHEAST MAYPORT FL (SEMP)

- GENERAL CRIMES OFFICE -

LOCAL ADDRESS: Naval Criminal Investigative Service
Field Office Mayport FL
Building 299, Naval Station Mayport
Mayport, FL 32228

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Field Office (NCISFO) Mayport FL, General Crimes Office**. Responsibilities will include the following:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily reviews of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in obtaining local police reports of relevant incidents;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in the preparation and presentation of various command briefs;
- Participate in liaison events with local law enforcement.

NCIS RESIDENT AGENCY GUANTANAMO BAY, CUBA (SEGT)

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: NCIS Resident Agency Guantanamo Bay, Cuba
PSC 1005 Box 42
FPO AE 09593
011-5399-4140 Office

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Political Science
International Studies Behavioral Sciences

DESCRIPTION: The position is located at the **NCIS Resident Agency Guantanamo Bay, Cuba (SEGT)**. Responsibilities may include, but are not limited to:

- Research cooperating witness programs, initiative operations programs, Review pending death investigations for compliance with Criminal Plan objectives prior to referral to the Death Review Panel (DRP);
- Attend and become capable of assisting in conducting child pornography awareness and prevention briefings, crime prevention briefs and sexual assault awareness briefs to serviced commands;
- Serve as an assistant to the Major Crime Scene Response Team (MCRT) leader; become familiar with and ensure necessary equipment, literature, forms and other materials are maintained at the ready for a call-out. Attend call-outs as appropriate;
- Assist in scheduling, planning and administering MCRT training. Document training;
- Assist in conducting unclassified closed case file inventories;
- Assist with routine administrative duties to include but not limited to: monthly vehicle inspection, preparation of correspondence, escorting of guests to and from air terminal and creating copies of case files for dissemination outside of NCIS;
- Assist in preparation and presentation of various command briefs provided by SEGT;
- Accompany NCISFO personnel in the support of ship port visits at Naval Station Guantanamo Bay, Cuba

NCIS RESIDENT AGENCY JACKSONVILLE FL (SEJX) - GENERAL CRIMES OFFICE –

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Jacksonville FL
Building 8
NAS Jacksonville, FL 32212

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S):	Criminal Justice	Administration of Justice
	Forensic Sciences	Political Science
	Economics	Finance

DESCRIPTION: The position is located at the **NCIS Resident Agency (NCISRA) Jacksonville FL, General Crimes Office**. Student interns will be provided an overview of all areas of the NCIS investigative and operational mission to include: Criminal investigations/operations, the Domestic Violence Unit (DVU), the Cold Case Squad, Force Protection operations and Fraud investigations. Responsibilities will include the following:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Assist in obtaining local police reports of relevant incidents;
- Assist in the development of training and conferences related to the criminal investigative arena;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in the development of and participate in NCIS training programs;
- Participate in the review of Domestic Violence Unit cases for presentation to the DVU Steering Committee;
- Participate in liaison events with local law enforcement.

NCIS RESIDENT AGENCY KINGS BAY GA (SEKB)

- GENERAL CRIMES OFFICE -

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Kings Bay GA
1350 Sunbird Avenue
Kings Bay, GA 31547-2526

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Resident Agency (NCISRA) Kings Bay GA, General Crimes Office**. Responsibilities will include, but are not limited to, the following:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Assist in obtaining local police reports of relevant incidents;
- Assist in the development of training and conferences related to the criminal investigative arena;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in the development of and participate in NCIS training programs;
- Participate in liaison events with local law enforcement.

NCIS FIELD OFFICE SOUTHWEST SAN DIEGO CA (SWND)

- GENERAL CRIMES UNIT -

LOCAL ADDRESS: NCIS Field Office Southwest San Diego CA
Box 368130
3405 Welles St., Ste 1
San Diego, CA 92136-5050

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S):	Criminal Justice	Administration of Justice
	Forensic Sciences	Political Science
	Behavioral Sciences	Psychology

DESCRIPTION: The position is located at the **NCIS Field Office Southwest, San Diego CA (SWND)**. Responsibilities may include the following:

- Assist in obtaining local police reports of relevant incidents;
- Assist in the development and implementation of a database for the collection of crime statistics and force protection information for analysis;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Develop, implement and maintain a database of relevant operational issues involving educational briefings, detection and interdiction of Rave/Club drug narcotic activity within the Navy Commands and local areas with NCISFO San Diego's area of responsibility (AOR);
- Track and disseminate Domestic Violence Unit (DVU) requests for Family Advocacy.

NCIS FIELD OFFICE SOUTHWEST SAN DIEGO CA (SWND)

- ECONOMIC CRIMES UNIT –

LOCAL ADDRESS: NCIS Field Office Southwest San Diego CA
Box 368130
3405 Welles St., Ste 1
San Diego, CA 92136-5050

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Accounting
Economics Business Administration

DESCRIPTION: The position is located at the **NCIS Field Office Southwest, San Diego CA (SWND)**. Responsibilities may include the following:

- Assist in the review, collation, analysis, indexing of seized documents in major economic crimes investigations;
- Design or update computer databases used for indexing and collation of seized documents;
- Conduct relational analysis of seized data using computer data base models;
- Prepare summary reports of data;
- Develop a strategy to present data in an understandable format;
- Assist in the preparation and presentation of various briefs provided to the Assistant US Attorney;
- Develop innovative ideas and procedures to analyze and present the volumes of data pertinent to major procurement fraud or economic crime cases.

NCIS RESIDENT AGENCY PORT HUENEME (SWPH)

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Port Hueneme CA
4111 San Pedro Street, 2nd Floor East
Port Hueneme, CA 93043-4372

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Forensic Sciences Psychology
Political Science Behavioral Sciences

DESCRIPTION: Responsibilities may include, but are not limited to:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily reviews of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Provide a comprehensive review of outstanding and closed death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community; assist in the preparation and presentation of various command briefs provided by SWPH;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Develop trend analysis for criminal activities within the field office area of responsibility (AOR);
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Participate in liaison events with local law enforcement.